



**Philip Murphy**  
Governor

**Sheila Y. Oliver**  
Lt. Governor

**Christine Norbut Beyer, MSW**  
Commissioner

## JOB VACANCY POSTING

<b>POSTING #:</b>	245-21	<b>ISSUE DATE:</b>	October 14, 2021
<b>TITLE:</b>	<b>SUPERVISING PROGRAM SUPPORT SPECIALIST, ASSISTANCE PROGRAMS</b>	<b>CLOSING DATE:</b>	October 28, 2021
<b>LOCATION:</b>	Department of Children and Families Office of Quality 50 East State Street Trenton, NJ 08625		
<b>POSITIONS:</b>	1	<b>RANGE:</b>	S29
<b>DISTRIBUTION:</b>	STATE WIDE	<b>SALARY:</b>	\$80,372.53 - \$114,620.23

**SCOPE OF ELIGIBILITY:** Open to employees who are permanent in a competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

The NJ Department of Children and Families seeks a dynamic, creative supervisor with strong analytic skills and a track record in quality monitoring, change management and facilitation to supervise a professional unit in the Office of Quality. The Supervising Program Support Specialist will utilize content-based knowledge, strong supervisory skills, analytic skills, coaching and group facilitation skills to advance participatory methods of ensuring high quality service delivery. In doing so, the incumbent will carry out commitments to the Department's core approaches: race equity, family voice, healing centered practice, use of the protective factors framework, and collaborative safety

**DEFINITION:** Under direction, in a state department or agency, or in a community or institutional setting, supervises the work of a professional unit responsible for performing activities to maintain, monitor and/or implement client services/assistance programs; does other related work as required.

Under direction of the Assistant Director, Office of Quality, this position supervises the work of a professional unit responsible for performing activities to carry out the Department's continuous quality improvement (CQI) approaches, including:

- Supervising a unit to complete reviews of child welfare practice using standardized tools and methods, according to set timeframes and federal/State standards
- Directly co-facilitating, and coaching staff to co-facilitate, CQI meetings to analyze practice and develop rapid cycle, measurable plans for change
- Tracking performance on improvement plans and providing reports
- Designing and delivering presentations for managers and Departmental leadership regarding CQI processes, data and performance, review results, and other topics as requested
- Contributing to the design of ad-hoc review tools and methods, as needed
- Other duties as assigned

### REQUIREMENTS

**EDUCATION:** Graduation from an accredited college with a Bachelor's degree.

**EXPERIENCE:** Four (4) years of experience in a public or private agency having responsibility for analyzing, monitoring, maintaining or implementing social service, economic assistance, community service, sustenance (food), or any other human support/assistance program, two (2) of which shall have been in a supervisory capacity.

**SPECIAL NOTE:** Candidates with a Master of Social Work or equivalent degree preferred.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

**NOTE:** A Master's degree in Social Work, Psychology, Education, Public Administration, Business Administration, or a related field may be substituted for one (1) year of the required experience.

**RESUME NOTE:** Eligibility determinations will be based upon information presented on the resume only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's

**transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.**

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

**IMPORTANT NOTICE**

**RESIDENCY** - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

**Electronic Filing:**

Forward a cover letter and resume in **PDF format**, saving all PDFs by your **Last Name, First Name** to:

**[Job.Posting@dcf.nj.gov](mailto:Job.Posting@dcf.nj.gov)**

Include the **Job Posting #** in the subject line of your email.

**The Department of Children and Families is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.**